**Dr. Toth**

* Academic Awards Day-Counselor
* All staff meetings-first Tuesday each month
* Analyze, Interpret and Use Data
* Announcements
* Appeals
* Athletic supervision and safety
* Attendance-with Ms. Boling
* Awards Night-Ms. Tune
* Baccalaureate-Ms. Grosch
* Back to school staff meeting
* Certified Staff time sheets (though APs can help when Principal is not available)
* CIP
* Club approval
* Delayed schedule
* Department Chairs
* Departmental Oversight: Science, CTE
* Evaluation Schedule for Classified
* Exam schedule
* Facility scheduling-Moffitt
* Field Trips
* Fireside Chat-to be delivered 7:30 on Sunday
* Fundraisers
* Graduation-Ms. Jennifer Smith
* Key’s -Moffitt
* Leadership Team
* Master Calendar- beyond what district sets
* Monitoring Evaluation Timeline Process
* Observations
* Open House- with district
* PDPs
* Pep Rally -Saunders and Eggleston
* PEPs
* Prior Approvals
* Prom-Ms. Fisher
* Public Relations
* School Budget
* Senior Scholarships-Ms. Tune
* Senior Send Off-Ms. Grosch
* Senior Showcase-Kathy Saunders
* Staff Development Approval
* Staffing (though everyone helps with interviews. Mock-BCA, Crooks and Eggleston)
* Student Council - Kathy Saunders
* Substitutes - Moffitt
* Teacher and Student Handbook
* Walkthrough schedule
* Staff Attendance